



BEAR Form 2021

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Kentucky Department for
Libraries & Archives
October 7, 2021

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Disclaimers



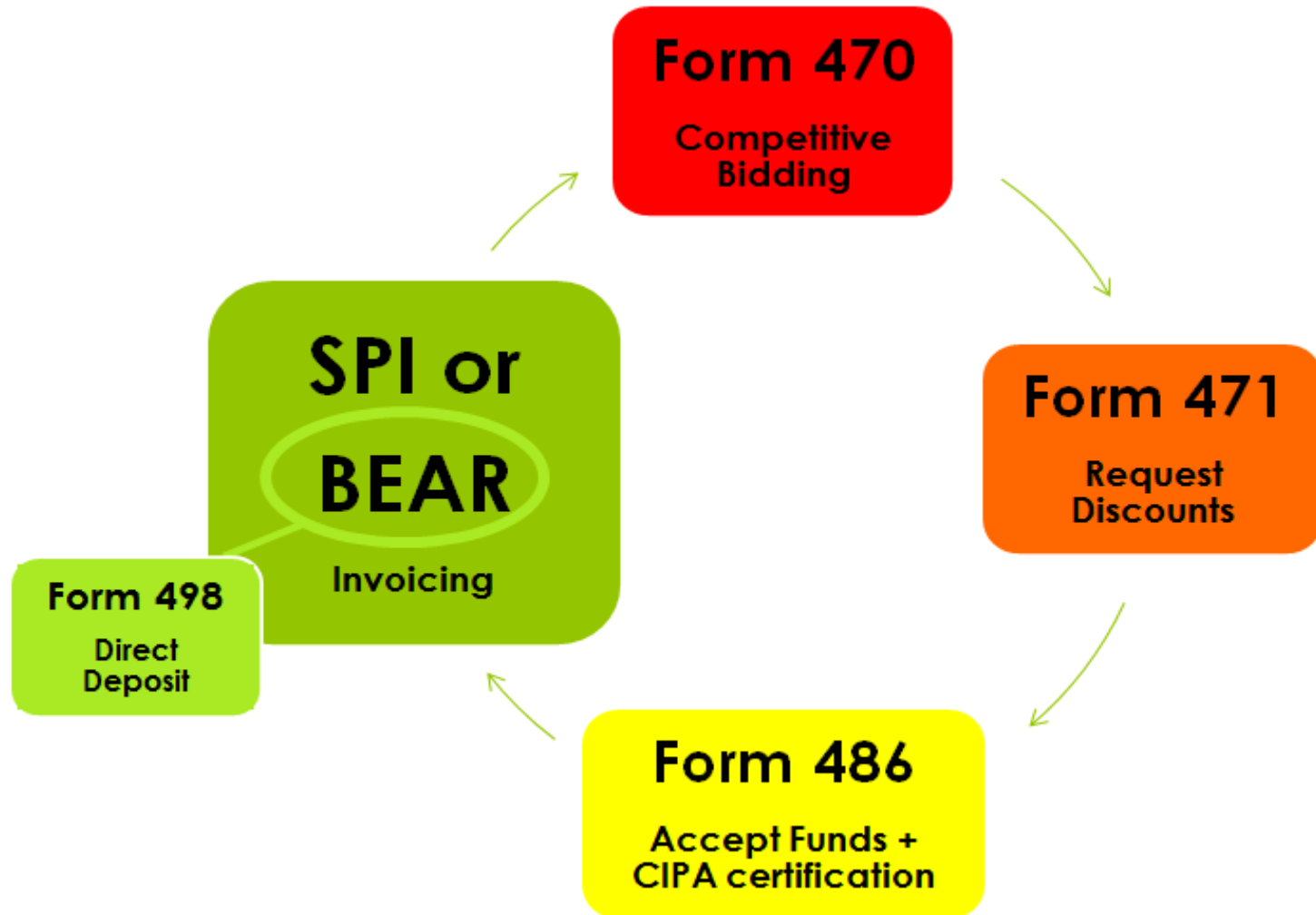
- These instructions represent my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can come only from the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC).**
- What I present today is correct to the best of my knowledge, but what you see in the BEAR Online may be different.

The BEAR, Briefly



- **BEAR = Billed Entity Applicant Reimbursement**
- **Libraries file BEAR forms after paying the full invoice upfront**
- **Reimbursement issued via direct deposit**








E-rate Cycle



E-rate Dates to Remember

<https://kdl.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx>

E-rate Funding Years – Dates to Remember

KDLE E-rate support: Lauren Abner lauren.abner@ky.gov or 502-564-1728	Application Process			Recurring Services		Non-Recurring Services		
	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Service Dates for Category One or Two 	Invoicing Deadline (BEAR/472) 	Service Dates for Category Two Purchase/Installation 	Invoicing Deadline (BEAR/472) 	
	Funding Year 2020 (FY 2020-21)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2020 to June 30, 2021	October 28, 2021	April 1, 2020 to Sept. 30, 2021	January 28, 2022
	Funding Year 2021 (FY 2021-22)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2021 to June 30, 2022	October 28, 2022	April 1, 2021 to Sept. 30, 2022	January 28, 2023
	Funding Year 2022 (FY 2022-23)	July 1, 2021 to late Feb. 2022 deadline TBD	Mid-January to late March 2022 dates TBD	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2022 to June 30, 2023	October 28, 2023	April 1, 2022 to Sept. 30, 2023	January 28, 2024
Notes	Most libraries open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	All libraries must file the Form 471 every year to receive a funding commitment.	All libraries must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as networking equipment	May request one 120-day extension by the deadline	

Deadlines—Recurring Services

BEAR forms are due no later than 120 days after the last date of service.

- For **recurring services such as internet access**, the last day of service is generally **June 30th** and the last date to invoice is **October 28th**. If October 28th falls on a weekend, the deadline is moved to the Monday after.
- **Invoicing deadline for Funding Year 2020 recurring services** (July 1, 2020 to June 30, 2021) : **October 28, 2021.**
- **Invoicing deadline for Funding Year 2021 recurring services** (July 1, 2021 to June 30, 2022) : **October 28, 2022.**

Deadlines—One-Time Purchases

You must complete invoicing no later than 120 days after the last date of service.

- For **non-recurring, one-time purchases such as Category Two equipment**, the last day to purchase/install is September 30th after the funding year and the last date to invoice is **January 28th after the funding year**. If January 28th falls on a weekend, the deadline is usually moved to the Monday after.
 - Invoicing deadline for Funding Year 2020 one-time purchases: **January 28, 2022.**
 - Invoicing deadline for Funding Year 2021 one-time purchases: **January 28, 2023.**

BEAR Tips

- **BEARs can't be filed until bills have been paid.**
- **BEARs can't be filed without the library's Form 498 ID** – this ID # provides direct deposit information.
- **File BEARs as frequently** (annually, quarterly, etc.) **as you like.**
- **Can list only 1 service provider on each form**
- **You can request 1 filing extension of 120 days:**
<https://www.usac.org/e-rate/applicant-process/invoicing/invoice-deadline-extensions/>
- **Vendor must also have a Service Provider Annual Certification form (also called SPAC/Form 473) on file for the relevant funding year before BEARs can be approved.**

BEARs by the Numbers

- **You need the following to file a BEAR:**
 - **Identifying information:**
 - Billed Entity Number (BEN)
 - Library's Form 498 ID (9 digits, starts 443) – appears on a drop-down on the form
 - **Funding request information:**
 - Form 471 number
 - Funding Request Number (FRN)
 - Invoice Dates
 - Eligible invoiced amount
- **Funding request information appears on your Funding Commitment Decision Letter (FCDL) or can be researched on E-rate Central—enter your BEN on the Funding Quick Search for Kentucky:**
<https://tools.e-ratecentral.com/us/stateInformation.asp?state=KY>

FRNs – Hint on the Funding Year

- The Form 471 application number and the Funding Request Numbers (FRNs) include a hint to which funding year they involve:
 - Numbers for **Funding Year 2020** start 20:
 - Form 471: **2010**11823
 - FRN: **2099**014509
 - Numbers for **Funding Year 2021** start 21:
 - Form 471: **2110**21017
 - FRN: **2199**029112

BEAR PINs No More!

- In July 2021, USAC eliminated the requirement for separate PINs to access the legacy invoicing portal
- The new login page requires only the library's Billed Entity Number.
- Access for previous BEAR PIN holders was supposed to transfer automatically to the new login tool, but many long-time filers received login errors or didn't have the BEAR invoicing portal as an option on the USAC One Portal Dashboard.
- To request access to the BEAR invoicing portal, follow the directions on the BEAR Form Access page:
<https://www.usac.org/e-rate/resources/forms/bear-form-access/>


Form 472 (BEAR) walkthrough

Note – 3 examples for how to fill out Block 2 are included

[Return to Presentation Contents](#)

USAC One Portal Login

<https://forms.universalservice.org/portal/login>



Username

Password


[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

☒ Click the box to accept

By signing in, I accept the [terms and conditions](#) of the USAC system.

Sign In



Email Authentication

USAC requires multifactor authentication to add an additional layer of security when signing in to your account.

✓ Passcode has been sent to the following email address!

Email Address

Enter passcode

[Re-send Email](#)

Verify

[Sign out](#)

One Portal Dashboard



Universal Service
Administrative Co.

Sign Out

Dashboard

lauren.abner@ky.gov ▾



Upcoming Dates

No upcoming dates found.

Schools and Libraries



E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.

FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and review notifications regarding their program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement.

Help?

Send us a message

[Click here](#)

Call us


(888) 641-8722

FCC Form 472 (BEAR) Login

slweb.usac.org/Bear/login.aspx

KDLA KDL@ LibDev LibDev SLD EPC Train E-rate C LM KYTECH >> Other

USAC
Universal Service Administrative Company
Helping Keep Americans Connected



Applicant Login:

BEN:

Email: lauren.abner@ky.gov

Billed Entity Applicant Home Page

New BEAR Form – select this option to open a new blank BEAR/472.

Track Form and Bulk Download – use these options to look up your library's previous BEAR forms.

Deadline Extensions are no longer requested in this system. Please see the instructions for filing [Invoice Deadline Extensions](#) in the [E-rate Productivity Center](#).

Logout completely.

The screenshot shows the USAC Universal Service Administrative Company logo and tagline "Helping Keep Americans Connected". Below this is a navigation bar with the following links: Home, New BEAR Form, Track Form, Bulk Download, Terms and Conditions, Deadline Extension, and Logout. The "New BEAR Form" link is highlighted with a yellow box. The "Track Form" and "Bulk Download" links are highlighted with a blue box. The "Deadline Extension" link is highlighted with a green box. The "Logout" link is highlighted with an orange box. Below the navigation bar, the page title "Billed Entity Applicant Home Page" is displayed, followed by the text "Incomplete Invoices associated with this PIN:". A table titled "BEAR:" contains one row of data. The table has columns for Invoice ID, Applicant Form Identifier, SPIN, Status, Reimbursement Amount, Contact Name, Authorized By, Date Created, and Edit. The data row shows Invoice ID 2941289, Applicant Form Identifier FY2018-11,12 KIH3 data, SPIN 143004793, Status INCOMPLETE, Reimbursement Amount \$0, Contact Name Lauren Abner, Authorized By Lauren Abner, Date Created 6/13/2019 10:51:05 AM, and an Edit link. The Edit link is highlighted with a pink box. Below the table, the text "No Line Items Exist for this BEAR." is displayed.

Invoice ID	Applicant Form Identifier	SPIN	Status	Reimbursement Amount	Contact Name	Authorized By	Date Created	Edit
2941289	FY2018-11,12 KIH3 data	143004793	INCOMPLETE	\$0	Lauren Abner	Lauren Abner	6/13/2019 10:51:05 AM	Edit

No Line Items Exist for this BEAR.

If you've saved progress on a BEAR form that you haven't submitted, click on Edit in the right-hand column to reopen that form.

Block 1: Header Information

Add BEAR Invoice

Enter a nickname for your reference.

Applicant Form Identifier

Once you enter the SPIN, your service provider's name will pop up.

Block 1: Header Information

1. Billed Entity Name
KENTUCKY DEPARTMENT
FOR LIBRARIES AND
ARCHIVES

2. Billed Entity Number
128825

3. Service Provider
Identification Number (SPIN)

Service Provider Name
Commonwealth Office of Technology

Applicant FCC Form 498 ID

Your library's Form 498 ID(s) will appear on this drop-down once banking information has been validated.

4. Contact Name

5. Contact Telephone Phone

() - ext.

Contact Fax

() -

Contact Email

Enter your contact information. Email is the preferred method. Watch out for autofill—sometimes the phone numbers appear incorrectly.

6. Total Reimbursement Amount
(total from Block 2, Column 14)
\$ 0.00

Field 6 will update automatically as you complete Block 2.

Don't forget to scroll down and save your form if you can't complete it in one sitting. The form times out after 15 minutes.

Block 2: Line Item Information

Block 2, Example #1 – reporting the full amount charged for a recurring service during the entire funding year

Block 2: Line Item Information Per Funding Request Number

7. FCC Form 471 Application Number (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN) (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1) 201011823	2099014509	MONTHLY	7/1/2020		16080	80	12864.00

[Add Line Item](#)

#7 – Form 471 application number

#8 – Funding Request Number (FRN)

#9 – Select the billing frequency from the drop-down. Recurring usually = Monthly.

#10 – Enter the first date of the Funding Year (July 1st)

#11 – leave blank (always leave this field blank for recurring services)

#12 – Enter the total eligible, undiscounted amount for the service billed on that FRN – remember that the full amount invoiced may not be eligible, though internet service charges generally are fully eligible.

#14 – the form will automatically calculate the refund based on the discount rate.

Block 2: Line Item Information

Block 2, Example #2 – recurring services reported periodically during the funding year – list each monthly invoice as a line item

Block 2: Line Item Information Per Funding Request Number

7. FCC Form 471 Application Number (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN) (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1) 201011823	2099014509	MONTHL' ▾	7/1/2020		1340	80	1072.00
2) 201011823	2099014509	MONTHL' ▾	8/1/2020		1340	80	1072.00

Click on
this button
to Add
Line Item

Add Line Item

#7 – Form 471 application number

#8 – Funding Request Number (FRN)

#9 – Select the billing frequency from the drop-down. Recurring usually = Monthly.

#10 – For a July invoice, enter 7/1/YYYY. For an August invoice, enter 8/1/YYYY, etc.

#11 – **leave blank (always leave this field blank for recurring services)**

#12 – Enter the total eligible, undiscounted amount on the invoice without using a comma – **remember that the full amount invoiced may not be eligible, though internet service charges generally are fully eligible.**

#14 – the form will automatically calculate the refund for each line item; the total for the entire form will be listed under Block 1

Block 2: Line Item Information

Block 2, Example #3 – one-time, non-recurring services – usually Category Two equipment purchases

Block 2: Line Item Information Per Funding Request Number

7. FCC Form 471 Application Number (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN) (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1) <input type="text" value="201011823"/>	<input type="text" value="2099014509"/>	<input type="text" value="ONE-TIM"/>	<input type="text" value=""/>	<input type="text" value="9/15/2020"/>	<input type="text" value="2500"/>	80	<input type="text" value="2000.00"/>

[Add Line Item](#)

#7 – Form 471 application number

#8 – Funding Request Number (FRN)

#9 – Select the billing frequency from the drop-down. Non-recurring = one-time.

#10 – leave blank

#11 – Enter the last date you were invoiced for purchases related to this FRN – if you received multiple invoices, list only the last date. **For early Cat2 purchases, list July 1.**

#12 – Enter the total eligible, undiscounted amount for the service billed on that FRN (may include charges from multiple invoices) – **remember that some Cat2 equipment may not be fully eligible for E-rate discounts.**

#14 – the form will automatically calculate the refund

Block 3: Billed Entity Certification

Block 3: Billed Entity Certification

[Need Help?](#)

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information and belief, as follows:

- ☒ A. The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- ☒ B. The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- ☒ C. The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- ☒ D. I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- ☒ E. I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

Check all of these certifications.

Contact Information

Contact Information for Billed Entity Authorized Person:

15. Signature ☒

Check the box for #15 to electronically sign the BEAR form.

By logging into your account, checking this box, and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form. To see a copy of the Terms and Conditions to which you previously agreed, please click on the "Terms and Conditions" menu above.

16. Date 10/6/2021

17. Name Lauren Abner

18. Title/Position Technology Consultant

20. Address 1 PO Box 537, 300 Coffee Tr

Address 2

City Frankfort

State KY

Zip Code 40602 -

19. Phone Number (502) 564 - 1728 ext.

19a. Fax Number (502) 564 - 5773 ext.

19b. Email lauren.abner@ky.gov

19c. Name of Authorized Person's Employer Kentucky Department for Li

Fill in or correct all fields in 18-20. In 19c, put your library's name as the Authorized Person's Employer. Watch out for autofill mistakes!

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Clear Save Certify and Submit

When you're ready, click on Certify and Submit.


Print a Copy

You'll see a message at the top that says, "The following has been successfully certified" with details about your form. The Invoice ID is the unique identifier for your BEAR form.

Use the 'PRINTABLE PAGE' link near the upper right to print a copy for your records or save a PDF copy electronically.

View BEAR Invoice

The following has been successfully certified:
Certified on 6/13/2019 11:34 AM
Invoice ID: 2941289
Created on 6/13/2019 10:51 AM
Last updated on 6/13/2019 11:34 AM

 PRINTABLE PAGE

Applicant Form Identifier FY2018-11,12 KIH3 data

Block 1: Header Information

[Need Help?](#)

1. Billed Entity Name
KENTUCKY DEPARTMENT
FOR LIBRARIES AND
ARCHIVES

2. Billed Entity Number
128825

**3. Service Provider
Identification Number (SPIN)**
143004793

Applicant FCC Form 498 ID
443024845

USAC Invoicing Notifications

USAC notifications after a BEAR is certified, including invoice review, remittance statements, BEAR notifications to vendor, and quarterly payment reports

[Return to Presentation Contents](#)

Email Confirmation

Online BEAR 3196519 successfully submitted.



noreply@usac.org

Wed 12/16/2020 16:18

To: Abner, Lauren (KDLA)



A Bear Online form has been accepted.

Online Bear Invoice Number: 3196519

Online Bear Submit Date: 12/16/2020

[View Bear Details](#)

Reply

Forward

A brief confirmation message will be sent via email. The 'View BEAR Details' link will take you directly to the form in the BEAR Online – you may need to log in again to view it.

USAC
Universal Service Administrative Company
Helping Keep Americans Connected

Home • New BEAR Form • Track Form • Bulk Download • Terms and Conditions • Deadline Extension • Logout

View BEAR Invoice

Invoice ID: 2890114
Created on 11/30/2018 1:59 PM
Last updated on 12/4/2018 5:02 AM

Applicant Form Identifier: FY2018-08,09,10 KIH3 data

Block 1: Header Information

1. Billed Entity Name KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES	2. Billed Entity Number 128825	3. Service Provider Identification Number (SPIN) 143004793
--	--	--

Applicant FCC Form 498 ID
443024845

[Need Help?](#)

Invoice Review Email

- USAC requests additional review on as many as 50% of BEAR forms filed.
- **You have 7 calendar days to respond** with the information requested or request a one-week extension. Otherwise, the BEAR will be rejected—you'd have to file a new BEAR in that case. Example email request:

From: [REDACTED] - CTR <[REDACTED]@usac.org>
Date: Mon, Oct 4, 2021 at 2:01 PM
Subject: E-Rate 3302166
To: [REDACTED]@GMAIL.COM <[REDACTED]@gmail.com>
Cc: [REDACTED] - CTR <[REDACTED]@usac.org>

WARNING: If you file to get back reimbursement for the entire year, your reviewer will need copies of ALL INVOICES, not just 1 as an example.

Invoice No	Line ID	SP_App Invoice No	Customer Billed Date	Customer Ship Date	471	FRN	SPIN	Service Provider Name	Applicant Name	BEN	Undiscounted Amt	Discounted Amt
3302166	10420680	FY20-21Smartnet	7/1/2020		201029647	2099049721	143004779		[REDACTED] COUNTY PUBLIC LIBRARY	128 [REDACTED]	1909.2	1622.82

I am reviewing your request for reimbursement of the invoice line/s noted above.

Remittance Statement

Once USAC finishes review of your BEAR form, the library's Remittance Contact (listed on Form 498) will receive an email statement showing how much will be disbursed. The deposit will be made within a week of the email.

YOUR E-RATE PROGRAM REMITTANCE STATEMENT: 443 [REDACTED]

Abner, Lauren (KDLA)



Helping Keep Americans Connected | www.usac.org

SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT
AS OF OCTOBER 27, 2016

Attn: [REDACTED]
[REDACTED] Public Library

RE: FCC Form 498 ID 443 [REDACTED]

This notice provides an explanation of your entity's Billed Entity Applicant Reimbursement (BEAR) payment for the following invoices.

Approved

10/27/2016 143001192 AT&T Corp. [REDACTED] 2016-JanToJune \$3,274.02
Applicant Name: [REDACTED] LIBRARY;SLD Invoice Number:245 [REDACTED];BEAR
Letter Date:10/27/2016;Line Item Detail Number:824 [REDACTED];Amount
Requested:7817.58;Partial Paymnt, Inv > Remaining Commitment;1201;

Total Approved Disbursement \$3,274.02

Total Actual Disbursement: \$3,274.02

Form 472 (BEAR) Notification Letter



Schools and Libraries Division

Form 472 (BEAR) Notification Letter

December 7, 2018

██████████
Commonwealth Office of Technology
702 Capital Avenue Rm. 195
Frankfort, KY 40601

Re: Invoice Number - as assigned by USAC: 2890114
Service Provider Identification Number: 143004793
Reimbursement Form Number: FY2018-08,09,10 KIH3 data
Billed Entity Number: 128825

Abner Lauren
KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
300 COFFEE TREE RD
PO Box 537
FRANKFORT, KY 40602

Preferred Mode of Contact: E-mail at lauren.abner@ky.gov
Total Amount of Reimbursement Approved for Payment: \$3216.00

Your vendor will receive a notification letter by mail after you file a BEAR listing that vendor's SPIN, and you will be copied on the letter.

Each line item and the amount disbursed will be listed on the last page(s) of the letter.

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT

Form 471 Application Number: 181025170
Funding Request Number: 1899048760
Funding Year 2018: 07/01/2018 - 06/30/2019
Contract Number: MA-758-1300000727
Funding Commitment Decision: \$12864.00
Reimbursement Amount for this FRN: \$1072.00

Form 471 Application Number: 181025170
Funding Request Number: 1899048760
Funding Year 2018: 07/01/2018 - 06/30/2019
Contract Number: MA-758-1300000727
Funding Commitment Decision: \$12864.00
Reimbursement Amount for this FRN: \$1072.00

Form 471 Application Number: 181025170
Funding Request Number: 1899048760
Funding Year 2018: 07/01/2018 - 06/30/2019
Contract Number: MA-758-1300000727
Funding Commitment Decision: \$12864.00
Reimbursement Amount for this FRN: \$1072.00

Quarterly E-rate Payment Authorization Report

Quarterly E-Rate Payment Authorization Report (4th Quarter 2018)

January 11, 2019

Abner Lauren
KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
300 COFFEE TREE RD
PO Box 537
FRANKFORT, KY 40602

Re: Billed Entity Number 128825

Enclosed you will find your Quarterly E-Rate Payment Authorization Report (Report) reflecting payment activity under the program for your billed entity for the period of October 1, 2018 through December 31, 2018.

This report is issued each quarter to provide you with timely information and reflects the invoice payment authorization activity related to all E-Rate fund years for your billed entity. You may expect your next Report in early April 2019 for the 1st quarter 2019 payment authorization activity. The payment authorizations are a direct result of invoices submitted by your service provider(s) [FCC Form 474, Service Provider Invoice (SPI) Form] and/or invoices submitted on behalf of your billed entity [FCC Form 472, Billed Entity Invoice (BEI) Form].

After the end of each quarter in which invoicing occurred, you will receive by mail a quarterly report of payment activity related to your Billed Entity Number.

The enclosed report will list each funding request number (FRN) and will show if the payment was made by SPI (Service Provider Invoicing) forms filed by the vendor or BEAR forms filed by your library.

USAC Schools and Libraries E-Rate Quarterly Disbursements Authorization Report									
Period: 10/01/2018 - 12/31/2018									
Billed Entity Number: 128825					Billed Entity Name: KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES				
FRN #	FRN Committed Amount	FRN Authorized Disbursements To Date	Service Provider Number (SPIN)	Service Provider Name	Disbursement Authorization Date	Authorized Disbursements			
						SPI	BEAR	Total	
1899048760	\$12,864.00	\$4,288.00	143004793	Commonwealth Office of	12/03/2018		\$1,072.00	\$1,072.00	\$1,072.00
					12/03/2018		\$1,072.00	\$1,072.00	\$1,072.00
					12/03/2018		\$1,072.00	\$1,072.00	\$1,072.00
					SPIN Total		\$3,216.00	\$3,216.00	\$3,216.00
					Application Total		\$3,216.00	\$3,216.00	\$3,216.00
					Total Fund Year Applications		\$3,216.00	\$3,216.00	\$3,216.00
					Total Applications All Fund Years		\$3,216.00	\$3,216.00	\$3,216.00

Records Retention

- Remember to print a copy of any BEARs you submit and the invoices from your service providers.
- The current E-rate retention period is **10 years** after the last date for service in the funding year.
- See USAC's [E-rate Program Applicant Document Retention List](#) for a full list of documents to save.
- If you're selected for a random audit, you may have to produce these records—accuracy and documentation are key!

For questions, contact:

- **Lauren Abner**, KDLA's Technology Consultant:
 - lauren.abner@ky.gov
 - (502) 564-1728
- **USAC Client Service Bureau:**
 - 1-888-203-8100
 - File a customer service case in the [E-rate Productivity Center](#) (EPC)



This project was made possible in part by the Institute of Museum and Library Services.

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